Education and Training Program Approval Application
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes
Office of Local Government and Consumer Services
P.O. Box 30255, Lansing, MI 48909
517-241-9347
www.michigan.gov/bcc

	Agency Use Only
	PROGRAM APPROVAL NUMBER

Authority: 1986 PA 54 Completion: Mandatory Penalty: Program will not be approved	The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Act 54 of 1986 and the Building Official, Plan Reviewers, and Inspector Registration Rules requires the Construction Code Commission to review and approve educational and training programs offered to building officials, plan reviewers and inspectors to meet their continuing educational and training requirements as defined by the Act. Providers of educational and training programs shall complete this form and submit it to the address listed above with the required fee.

Instructors - In order to provide adequate time for review of a proposed program, **the application must be submitted at least 60 days prior to presentation of the program**. Please take care to complete the application thoroughly and provide all requested information. Questions regarding completion of this form may be directed to bureau staff at 517-241-9347.

Approval is evidenced by a program approval report prepared by the bureau and issued to the applicant. This will include the date, conditions and period of approval. Approval is typically granted for the three year registration cycle.

Fee: The fee for **each program** is **$25.00**. Make check or money order payable to the **State of Michigan**.

Applicant Information (The name of the contact person provided below is the individual who may be contacted regarding the program. This person's name will appear on material distributed to registrants. If the application is made by an organization, association or educational institution, please include the contact person.)

CONTACT PERSON		FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER*	
ORGANIZATION / ASSOCIATION / EDUCATIONAL INSTITUTION (If applicable)		TELEPHONE NUMBER (Include Area Code)	
ADDRESS	CITY	STATE	ZIP CODE

Program Information

Program Name - Provide the name of the program as you wish it listed. *(A separate application is required for each program. List one program name only.)*

Attach a copy of the curriculum or teaching outline to the application. *The application cannot be processed without a thorough curriculum or outline.*

Copy attached? ☐ Yes ☐ No

Program Purpose and Objective - A clearly defined statement of purpose and objective as it applies to Act 54 registered code officials must be provided.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Program Information (continued)

Provide the basis, code or standards used for the development of the program.

Training equipment, teaching aids or instructional materials to be used.

Is this program a home study course? (i.e., video tape, audio cassettes or correspondence course) ☐ Yes ☐ No

Will this program be offered on a continual basis? ☐ Yes ☐ No

Is the program intended for a particular conference or seminar and offered only on a specific date? ☐ Yes ☐ No

If yes, provide the conference/seminar, location and date.

CONFERENCE/SEMINAR _____

LOCATION _____

DATE OF CONFERENCE/SEMINAR _____

Identify the category/ies this program is designed to meet. If the program is Specialty or Technical, include the code official classification the program is intended for. (Note: If the program is designed to include more than one category, the curriculum or teaching outline must include the category identification by topic.) **Participants must attend the entire program to receive credit. Partial credits will not be given.**

☐ **Administration** - Programs designed to enhance an applicant's understanding of laws, rules and the administration and enforcement of related statutes and regulations.

    Contact Hours - Provide the number of contact hours required to conduct the program.
                Contact hours must be provided as *full* hours. _____ Hours

☐ **Communication** - Programs designed to enhance an applicant's communication skills with the public and may include technical writing, public speaking, working with people and other similar topics.

    Contact Hours - Provide the number of contact hours required to conduct the program.
                Contact hours must be provided as *full* hours. _____ Hours

☐ **Specialty** - Programs designed to increase an applicant's knowledge of inspection and construction techniques in the various classifications.

    Code Official Classification _____

    Contact Hours - Provide the number of contact hours required to conduct the program.
                Contact hours must be provided as *full* hours. _____ Hours

☐ **Technical** - Programs designed to discuss technical code provisions.

    Code Official Classification _____

    Identify the code on which the program is based _____

    (Technical hours are credited according to the code on which the program is based. Only those registered as enforcing those codes receive credit for attendance. If the program is designed to encompass more than one code, i.e., building, electrical, mechanical or plumbing, this must be shown in your curriculum or teaching outline.)

    Contact Hours - Provide the number of contact hours required to conduct the program.
                Contact hours must be provided as *full* hours. _____ Hours

☐ **Plan Review** - Programs designed to enhance an applicant's knowledge of examining construction documents to determine compliance with applicable codes.

    Contact Hours - Provide the number of contact hours required to conduct the program.
                Contact hours must be provided as *full* hours. _____ Hours

Program Information (continued)

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Identify the criteria or performance measurement to determine participants who successfully complete the program.

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Identify the process for reporting participant names, registration numbers and verification of successful program completion to the Bureau of Construction Codes.

☐ BCC Program Attendance Rosters (originals only)

☐ Other _____ _____

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The rules require that you establish permanent records of student activities, including course titles, student attendance and course evaluation criteria. Identify by whom and where those records will be maintained.

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Instructor Information *(The instructors of educational and training programs must be approved by the Construction Code Commission. If the instructor identified below does not have an instructor identification number issued by the Bureau, the instructor must submit an application for instructor approval before the program application may be processed.)*

Name of Instructor _____

BCC Instructor Approval Number_____
(Instructor Approval Application must be attached if the instructor identified above does not have a current approval number)

Signature

APPLICANT'S SIGNATURE	DATE